BASICS SERVICE PACKAGE

	BASICS	COMPLETE	PREMIUM
Ensure all business transactions are posted - purchases, expenses and sales	√	√	√
Clear all items in the bank feed - ensure bank connections are maintained	√	√	√
Reconcile all business transactions to ensure the integrity of your records	√	√	√
Basic training for QuickBooks - best practices to avoid errors	√	√	√
Sales Tax returns prepared and filed on time to avoid penalties and interest	√	√	√
Email support during regular business hours - responses within 24 hours	√	√	√
Maximize your tax deductions - so you are claiming every cent you qualify for!	x	√	√
Quarterly 30 minute business review meeting	x	√	√
Expense monitoring and advice	x	5 key expenses	Unlimited
Precision accounting with accruals and prepaids	x	√	√
Adjustments for foreign currency transactions	x	√	√
Monthly standard management reports	x	√	√
Liaison with Canada Revenue Agency - we'll talk to them for you!	x	√	√
Create a fixed asset register for you to maintain *So you can be sure you're expensing big ticket items correctly according to CRA rules*	x	√	√
Maintain your fixed asset register and calculate annual depreciation	x	x	√
Accounts Receivable monitoring and collections	x	x	√
Accounts Payable monitoring and payments	x	x	√
Complete Year End adjusting entries	x	x	√
Complete Year End financial reports	x	x	√
Enter CPA adjustments so your records match corporate income tax filings	x	x	√
Enhanced management reports with customizable key metrics	x	x	√
Monthly 30 minute business review meeting	x	x	√
Enhanced software training for business owners and staff	x	x	√
Create and maintain a cash flow forecast	x	x	√
Supply of paperless document processing system	x	x	√
'On Call' email and phone support - *responses in real time whenever possible*	x	x	√